



DEPARTMENT OF DEVELOPMENTAL SERVICES – NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES WORKER 1 (3 positions)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Position # 00020139 (full-time) open to DDS employees only
Position # 00019878 (part-time) & # 00090607 (part-time) open to the Public

Position: Developmental Services Worker 1

Salary: HN 14 \$37,661 - \$51,059 (Full-Time Equivalent)
(Employees new to State service start at \$19.70/hourly)

Closing Date: June 15, 2015

POSITION #	LOCATION	HOURS/WORK SCHEDULE
00020139 (full-time)	310 Beelzebub Road - South Windsor	Sunday through Thursday 11pm - 6am RDO's: Friday and Saturday

This position is required to meet the health and safety needs of individuals living at 310 Beelzebub Rd. in South Windsor, CT. Duties are consistent with the DSW1 job specifications. This position provides direct-care supports to four (4) gentlemen and one (1) woman living in the home. The DSW1 is one of two staff on third shift providing supervision to the five (5) individuals who have various behavioral issues that require support and special training. Responsibilities for this position include monitoring of individuals throughout the night; direct-care supports should anyone wake up (personal hygiene, housekeeping, social relationships, meal preparation); implementing therapeutic programming for individuals capabilities, medication administration; perform housekeeping duties necessary to maintain a clean, healthy environment; complete all assigned paperwork. The employee will adhere to DDS Policies and Procedures to ensure the safety of all individuals residing in the home; may administer first aid in emergency situations; may administer selected oral medications. BLS certification. Perform related duties as required.

POSITION #	LOCATION	HOURS/WORK SCHEDULE
00019878 (part-time)	52 Taos Drive - Danielson	Saturday and Sunday 9:15pm - 6am RDO's: Monday through Friday

Duties consistent with the DSW1 job specification. This position provides direct support and supervision to six (6) individuals living in a Licensed CLA home. Duties include guidance and support in the area of personal hygiene and toileting; reinforcing appropriate individual behavior through approved behavioral modification techniques; may administer selected oral medications with appropriate training; perform regular nightly cleaning duties and personal laundry upkeep; complete residential and other related nightly data; conduct monthly fire drills: complete overtime distribution as needed for next shift coverage;

perform nightly individual fund audits; may be required to document daily entries into the communication log and conduct in-service training for overtime employees; performs related duties as required.

POSITION #	LOCATION	HOURS/WORK SCHEDULE
00090607 (part-time)	33 Wappingwood Road - Ellington	Saturday and Sunday 9:45pm - 6:30am RDO's: Monday through Friday

Duties consistent with the DSW1 job specifications. This home has seven (7) medically complex individuals that require 24-hour staffing. The DSWI of this home is one of two staff on third shift providing supervision to the seven (7) individuals who have various medical issues that require support. Responsibilities for this position include monitoring of individuals throughout the night; direct-care supports should anyone wake up (personal hygiene, housekeeping, medical issues); medication administration; perform housekeeping duties necessary to maintain a clean, healthy environment; complete all assigned paperwork perform related duties as required. The employee will adhere to DDS Policies and Procedures to ensure the safety of all individuals residing in the home; may administer first aid in emergency situations. Performs related duties as required.

Knowledge, Skills and Abilities: Considerable interpersonal skills; ability to develop a positive relationship with clients; ability to train clients in self-care habits, personal hygiene and proper social conduct; ability to understand and carry out written and oral instructions.

General Experience: Experience and/or training that could be expected to provide the required knowledge, skills and abilities listed above.

Physical Requirement: Incumbents in this class must possess physical and emotional health for efficient performance of duties; a physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift and restrain clients; may have significant exposure to communicable/infectious diseases and to risk of injury from assaultive/abusive clients; may be exposed to strongly disagreeable conditions.

Special Requirements:

1. Incumbents must successfully complete and maintain all DDS training requirements including Abuse and Neglect, CPR and PMT.
2. Incumbents must possess and retain or be able to obtain Medical Administration Certification from the Department of Developmental Services.
3. Incumbents must possess and retain a valid Motor Vehicle license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
4. Incumbents will be required to travel.

Application Procedure for Current DDS Employees who are in the Developmental Services Worker (DSW) Classification Series and are applying for Lateral Transfer: Interested and qualified candidates who meet the above requirements should submit a fully completed "DDS Application For Lateral Transfer Within The DSW Series" and copies of their last two performance appraisals.

Application Procedure for All Other Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

All application materials must be received by 11:59pm on the closing date indicated above

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services – North Region
155 Founders Plaza/255 Pitkin Street – 2nd Floor – East Hartford, CT 06108**

Attn: Recruiter

Email: DDS.NR.Recruiting@ct.gov Phone: (860) 263.2623 Fax: (860) 706.1420

Application materials can be emailed, faxed or mailed

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.